

Computer & Information Systems

Certificate of Completion

PROGRAM DESCRIPTION

The Computer Information Systems (CIS) certificate of completion provides a foundation of skills in computer concepts, software applications, networking, and the internet. Students can apply all the credits of this program toward the AAS degree if desired.

PROGRAM COSTS

(beyond standard tuition/fees and textbooks)

Material Costs

- (8-32 GB usb/flash drive, basic office supplies, notebooks), \$100
- Recommended: A home or laptop computer capable of running the latest version of the Windows operating system and the latest version of Microsoft Office, \$600. Contact program instructors for specifics.

Enrollment Fees

- \$10 per credit for online courses

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirements

- Recommended:
 - High school diploma or GED
 - Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 065 Rhetoric/Critical Thinking II/WR 095 Basic Writing II ("C" or better)
 - Minimum placement scores resulting in MTH 085 Technical Mathematics I placement or completion of MTH 020 Pre-Algebra and/or MTH 060 Algebra I equivalent
 - Basic computer competency (or CIS 010 Computer Keyboarding and CIS 070 Intro to Computers: Windows)

PROGRAM PERFORMANCE STANDARDS

Academic Requirements

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS

Core Courses

CIS 120	Computer Concepts	4
CIS 122	Introduction to Programming	4
CIS 131	Software Applications	4
CIS 135DB	Database Theory/SQL	4
CIS 140	A+ Essentials I	4
CIS 145	A+ Essentials II	4
CIS 178	Internet in Depth	4
CIS 179	Networking Essentials	4
CIS 195	Web Development I	4

Other Required Courses

Human Relations approved course		3-4
MTH 085	Technical Mathematics I (or higher)	3-4
or BA 104	Business Math	
WR 121	Academic Composition	4

Total Credits 46-48

ADVISING NOTES

Core Computer and Information Systems program courses (CIS) are all offered two to three quarters each academic year. All CIS elective courses are offered one to two quarters an academic year. Planning ahead is important. Students may take non-program support courses any term to build skills related to prerequisites.